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TAB A

RECOMMENDED CHANGES IN FILING REQUIREMENTS

	<u>Present</u>	<u>Proposed</u>
1. Chrono File:		
a. DD/P originates - DCI signs		X
b. " " - DD/P "	X	X
c. Staff or Div. originates - DD/P signs	X	X
d. Concurrences by DD/P		X
e. Approval by DD/P		X
f. Comment by DD/P		X
g. Info. copies - Memo from Div. or Staff to DCI		X
h. Info. copies - Other		X
Note: For reference convenience, Items A, B, C should be maintained as a separate file.		
2. Subject File:		
a. DD/P originates - DCI or DD/P signs	X	X
b. Staff or Div. originates - DD/P signs without change	X	X
c. Staff or Div. originates - DD/P revises and signs	X	X
d. Concurrence by DD/P - without comment	X	
e. " " " - with comments	X	
f. Approved by DD/P - without comment	X	
g. " " " - with comments	X	
h. Info. copies - without DD/P comment ^{1/}	X	
i. " " - with DD/P comments ^{1/}	X	
j. Addressed to DD/P - no action required ^{2/}	X	X

^{1/} Previously determined by EXO but now by [REDACTED] based on her knowledge of what the EXO did before.

^{2/} Kept only if it appeared to have reference value.

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NOTE: Items 2. a, b, c, and j. document the actions and policies for which the Office of the DD/P is accountable and should be maintained as a permanent Subject File with an annual cut-off, as presently provided. The other items (2. d through i.) are on record in the office of origin and have only temporary reference value in the Office of the DD/P. For this reason, it is proposed that they be filed in the Chrono File which should be temporary. This file should be cut off annually and destroyed after the third year.

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